VIRGINIA DEPARTMENT OF HEALTH

DIVISION OF VITAL RECORDS

ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS) USER MANUAL FOR OFFICE OF DECEDENT AFFAIRS
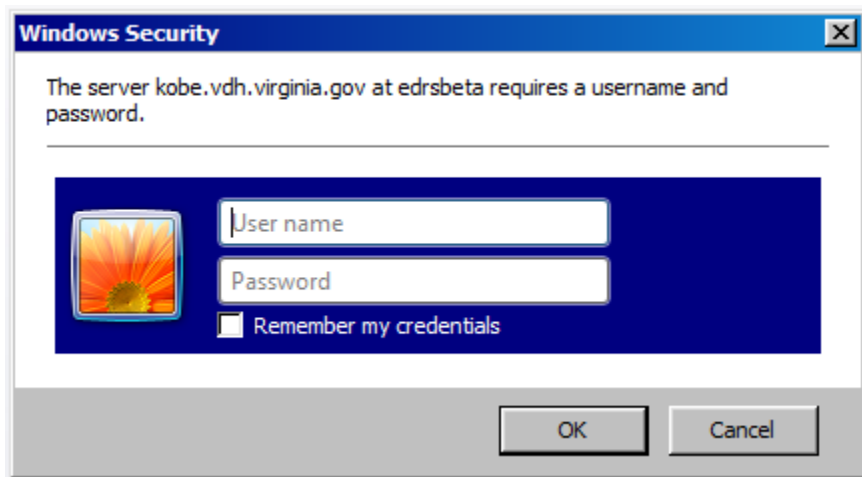
Contents

1. GETTING INTO THE EDRS

STEP 1.

Once you have launched the EDRS using the URL provided to you, you will see a pop-up box to enter your user name and password to log in to the application. (*See illustration below*)

Enter your username and password and click OK.

STEP 2.

You may view your messages in the inbox displayed on the resulting screen. Click on Continue to navigate to the next screen. In order to delete the messages from your inbox, simply check the box next to the message that you wish to delete and click on Continue.

Virginia Vital Events And Screening Tracking System

New Messages
Please check the box to acknowledge each message and click Continue button to continue to the application

	From	Subject	Date Received
☐	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Case No. 431 has been accepted by BON SECOURS ST. MARY'S HOSPITAL	07/10/2014
	Case No. 431 for CARL GALLUP has been accepted by BON SECOURS ST. MARY'S HOSPITAL. Please view your active cases list to monitor the most recent status of this case.		
☐	Stmary_Ph_1, Stmary_Ph_1 (BON SECOURS ST. MARY'S HOSPITAL)	Medical Certification completed for Case No. 431	07/10/2014
	Dr.STMARY_PH_1, STMARY_PH_1 has certified the Case No. 431 for CARL GALLUP.		
☐	Diman, Krystina (MORRISSETT FUNERAL HOME AND CREMATION SERVICE)	Out of State Transit Permit approval Requested for Case No. 95	07/10/2014
	MORRISSETT FUNERAL HOME AND CREMATION SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 95 for CHRISTY COLES. The permit is now available for your review.		
☐	Totman, Jane (METROPOLITAN FUNERAL SERVICE INC.)	Out of State Transit Permit approval Requested for Case No. 327	07/10/2014
	METROPOLITAN FUNERAL SERVICE INC. has submitted an Out of State Transit Permit for your approval for Case No. 327 for KHAL DROGO. The permit is now available for your review.		
☐	Vr_User_1, Vr_User_1 (VITAL RECORDS)	State File Number assigned for Case No. 431	07/10/2014
	A State File Number has been assigned to Case No. 431 for CARL GALLUP by the Division of Vital Records		
☐	Baker, Tyra (CHINN FUNERAL SERVICE)	Out of State Transit Permit approval Requested for Case No. 440	07/10/2014
	CHINN FUNERAL SERVICE has submitted an Out of State Transit Permit for your approval for Case No. 440 for SAMUEL BELL. The permit is now available for your review.		

CLICK HERE → Continue

HELP   EBLNML

STEP 3.

The next screen is the Virginia Vital Events and Screenings Tracking System Screen Menu with all the modules. Based on your role, you will only have access to the EDRS. Click on the EDRS module to continue.

The resulting screen is the **EDRS Home screen.**

2. **THE BASICS**

2.1. THE NAVIGATION BAR -
To the left of the screen is the Navigation Bar which houses various links allowing you to move around in the system. This Navigation Bar is very dynamic in nature and will change from user to user based on what roles a user has.
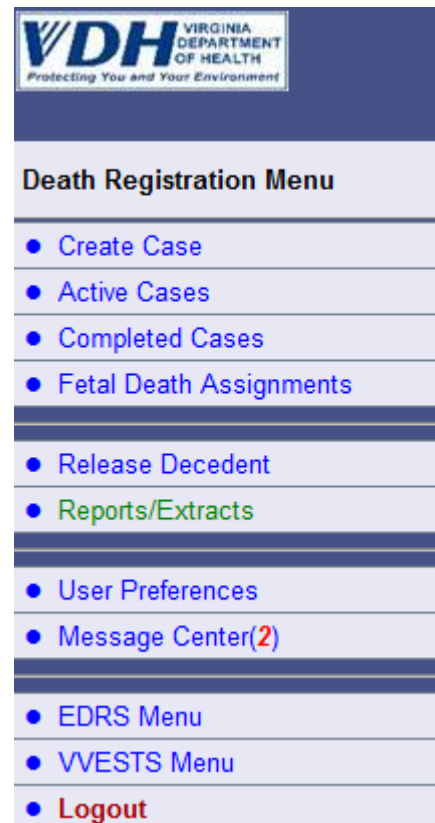
2.2. SETTING USER PREFERENCES –
Click on the user preferences link in the navigation bar. On the resulting screen, you may enter up to three e-mail addresses to receive notifications pertaining to cases in your facility. You may also choose the type of notifications you wish to receive.

3. HOW TO CREATE A CASE?

3.1. BEGIN CREATION

- A Natural Death or Non-ME (green border) case may be created by the Office of Decedent Affairs. To begin creating a case, click on the "Create Case" link in the left navigation bar.

- All case creations must begin with a search for the decedent in the system. In order to search, enter all information known about the decedent. Click on Query.

- If no case was found matching your search criteria, click on the New Case button at the bottom of the page.

3.2. DECEDENT DEMOGRAPHICS
3.2.1. DECEDENT INFORMATION
- The decedent's demographic information is the responsibility of the Funeral Homes. Enter as much of the decedent's demographic information as you can, at a minimum you must enter the decedent's **First Name, Last Name, Gender, and the Date of Death**. Enter this information and click on the save button at the bottom of the page.

- Once the information has been saved, click on the Place of Death link in the left navigation bar.

3.2.2. PLACE OF DEATH. –

- This screen allows you to enter information regarding the decedent's place of death.

- Begin by selecting the Place of Death from the dropdown list activated by clicking on the little arrow in the gray box.

Now, click on the "L" at the end of the Facility of Death field. When you see the **L** (blue 'L") you may click on it to reveal a list of values that you can select from to populate that field.

Facility Name:

- This will generate a pop-up window with a list of all facilities which match the place of death category you selected in the prior step. *(See Illustration below)*

- Click a facility name to select the desired facility.
- Wild card search - To perform a wild card search, enter the first few letters of the desired facility name before the % sign in the "FIND" text box and click on find. For example – searching by BO% will return the following results.

- Once you have selected the desired facility, the corresponding address of the selected facility will be pre-populated in the address fields and these fields will be disabled for editing *(denoted by grey text).*

- Click on the Save button at the bottom of the screen. Once saved, navigate to the next screen by clicking on NEXT at the bottom of the page or by using the link in the left navigation bar.

3.3. MEDICAL INFORMATION

The medical information may be entered by a user of the Decedent Affairs group or by a Physicians' staff member. The medical information may also be entered by the physician during the completion of the medical certification.

3.3.1. DETERMINATION OF DEATH

Enter all information in the Determination of Death Screen. This screen will allow you to enter the date and time of death, as well as, choose whether the date and time of death were - **actual, approximate, presumed, or found on**. *(See illustrations below)*

Save the information and navigate to the next screen. This will take you to the CAUSE OF DEATH screen.

3.3.2. CAUSE OF DEATH

Below is an illustration of the Cause of Death screen.

- For pending cause of death, check the pending checkbox. This will populate all cause of death lines with the word "PENDING" un-checking the checkbox will remove the word PENDING.

3.3.2.1. VIEWS (CDC) CAUSE OF DEATH VALIDATION

- Misspelling a cause of death (medical term) will give you a warning in sync with the web service provided by the Center for Disease Control (CDC). *(See illustration below, TUBERCULOSIS has been misspelled as T.U.B.E.R.C.L.O.S.I.S)*

- Place your mouse over the misspelled word to get a recommendation from this CDC web service and click on the appropriate recommendation to rectify the mistake.

3.3.3. OTHER FACTORS

- The next screen would be the Other Factors screen where you may enter the following information about the decedent – Autopsy information, tobacco usage, pregnancy status, external factors to cause of death and manner of death.

- If an autopsy was not performed, the question relating to autopsy findings will be disabled (denoted by a light gray arrow for the dropdown list).

- If the decedent was a male, the pregnancy question will be disabled (denoted by a light gray arrow for the dropdown list).

- One of the following manners of death must be selected.

- If you are a user from the Office of the Decedent Affairs creating the case or are creating the case as a Physicians' staff member, the NEXT Button will be disabled. If you are the Physician entering medical information for the case on the OTHER FACTORS screen, the NEXT button will be enabled.

This completes the process of **creating** a case in the System.

4. REQUESTING MEDICAL CERTIFICATION

- Once a user has created a case in the EDRS, you must, as Decedent Affairs User or a Physicians Staff member request Medical Certification from the physician.

- Begin by clicking on the REQUEST MC link in the left navigation bar. You may need to expand the demographics grouping in case you cannot see the REQUEST MC Link.
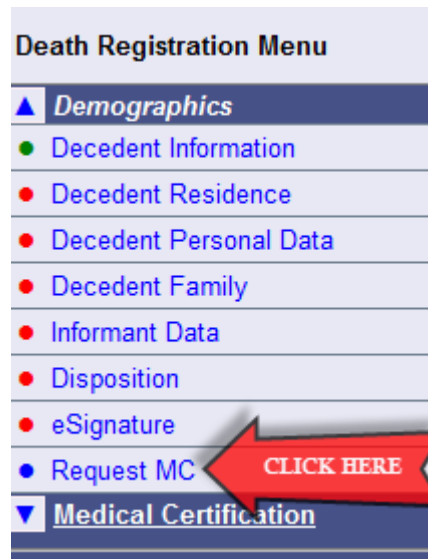
- The following screen will appear for you to select whether you are transferring the case to a Physicians' pool or to one specific physician.

- Make the appropriate/desired selection. Click on the SUBMIT Button to continue requesting medical certification.

5. ASSIGNING A CASE TO A FUNERAL HOME

- In order to associate a funeral home with a case, begin by clicking on the ASSIGN TO FUNERAL HOME link in the left navigation bar. This link will only be activated once you have selected the case from your ACTIVE CASES list.
- The ASSIGN TO FUNERAL HOME link is grouped under the Medical Certification link in the left navigation bar.

- Perform a simple search for the desired funeral home on the screen resulting from the prior step.

- Select the desired funeral home by clicking on the SELECT button corresponding to the funeral home in the list.

- Confirm this association on the next page by clicking on the ASSIGN FUNERAL HOME button

Note:
♦ Selecting "Assign Funeral Home" will associate the above mentioned Funeral Home to this case.
♦ Selecting "Transfer to Funeral Home" will associate the above mentioned Funeral Home with this case and also transfer ownership of this case to the Funeral Home mentioned above.

♦ If you know about both the LME and the Funeral Home working on this case, it is better to associate both entities to the case before transferring the case to one of them. Once either of those entities have certified their portion of the Death Certificate, the case will be automatically be transferred to the other entity by the system. For example - Once the Funeral Home has certified the demographic information for the decedent, the case will automatically be transferred to the selected LME.

♦ Alternately, You may transfer the case either to an LME or to a Funeral Home. Once the receiving party has completed their portion of the death certificate, you will be required to transfer the case to the other party. In a case where you have transferred the case to an LME, you must coordinate the transfer of the case to the Funeral Home with the LME. Either a Medico Legal Investigator or an LME may transfer the case to a Funeral Home.

6. RELEASE DECEDENT

- This process ensures that the Death Certificate is not released to a funeral home prior to them having taken possession of the decedent's body.

- To begin, click on the RELEASE DECEDENT link in the left navigation bar.

- The Resulting screen would be a searchable list of cases where the death certificates are awaiting release to a funeral home.

- Select your case by clicking on the CASE ID hyperlink.

- Click on the TRANSFER CASE button to transfer the case to the Funeral home
- The name and address of the Funeral Home will be pre-populated based on the Assign to Funeral Home step performed earlier. You may select a different facility by clicking on the blue "L".

- A confirmation message will indicate successful transfer to the funeral home.

7. DROP TO PAPER

Once a case has been certified by the physician and needs to be transferred to the funeral home, you may realize that the funeral home is not a participant in the EDRS. The DROP to PAPER function will enable you to print a copy of the electronically created Death Certificate and provide the certificate to the funeral home.

- To begin, navigate to the desired record's CASE SUMMARY by clicking on the link in the left navigation bar.

- **STEP 2-** Click on the DROP to PAPER link at the top of the page to print the Death Certificate. The EDRS will guide you through two more pages where you would be required to SUBMIT.